

## **BASIC CERTIFICATION COURSES:**

12 Week Basic .....Pierre..... February 28 – May 20, 2011  
12 Week Basic .....Pierre.....May 9 – July 29, 2011  
12 Week Basic .....Pierre..... August 22 – November 10, 2011

## **911 BASIC CERTIFICATION COURSES:   \*\*Optional EMD Courses Available-See below\*\***

911 2 Week Basic.....Pierre..... May 2 – 13, 2011  
911 2 Week Basic.....Pierre.....September 12 – 23, 2011

## **ADVANCED TRAINING COURSES:**

Advanced Roadside Impaired Driving Enforcement .....Aberdeen..... February 21 – 23, 2011  
Sig Sauer Factory Armorer Certification .....Pierre..... February 22 – 23, 2011  
SWAT Team Leader Development .....Rapid City.....March 7 - 11, 2011  
Event Data Recorder Use in Traffic Crash  
Reconstruction (CDR) .....Pierre..... March 28 – April 1, 2011  
Event Data Recorder Use in Traffic Crash  
Reconstruction (CDR) Update .....Pierre.....April 4 – 6, 2011  
First Line Supervision .....Pierre..... April 11 – 15, 2011  
SRO Training .....Pierre..... April 18 – 22, 2011  
\*Communications Training Officer.....Sioux Falls – Metro..... April 25 – 26, 2011  
Basic SWAT .....Rapid City..... April 25 – 29, 2011  
Drug Recognition Expert School (DRE).....Sioux Falls ..... May 2-6 & 9-12, 2011  
Criminal Interdiction .....Pierre.....May 3 – 6, 2011  
Narcotics Investigator Training.....Pierre..... May 16 – 20, 2011  
Excel for Crash Reconstruction.....Pierre..... May 23 – 27, 2011  
Advanced SWAT .....Rapid City..... May 23 – 27, 2011  
\*Critical Incident Stress.....Sioux Falls – Metro.....June 6 – 7, 2011  
Police Training Officer (PTO) .....Pierre..... June 13 – 17, 2011  
DARE Instructor .....Pierre.....July 11 – 22, 2011  
IACP Property Room Management Training.....Pierre.....August 1 – 2, 2011  
DARE InService.....Pierre..... August 29 – 30, 2011  
Advanced Crash .....Pierre.....November 14 – 18, 2011

**\*GRANT COURSES - please mail applications to hosting agency indicated.**

**ADVANCED DWI/INTERMEDIATE ACCIDENT INVESTIGATION/RADAR/PBT – Those interested in attending one of these courses should contact Monte Farnsworth at (605)773-3273 for details.**

This is the 2010-2011 tentative schedules of training courses offered by **Law Enforcement Training**. If you are interested in attending any of the schools, contact us at (605) 773-3584 **and** mail applications to Law Enforcement Training, 1302 E. Hwy 14, Pierre, South Dakota 57501 or fax (605) 773-7203. **Reservations to attend these courses should be made no later than 45 days prior to the course.**

## **12 WEEK BASIC CERTIFICATION**

This is a course that all officers are required to attend within 1 year from their **hire** date. All applicants must submit the 4 page L.E.S. form along with 2 blue FBI Applicant fingerprint cards.

**Domestic Violence/Sexual Assault Training:** The SD Network Against Family Violence and Sexual Assault offers training to law enforcement on responding to domestic violence, sexual assault, and/or stalking calls. This training is **FREE!** The training is provided by a law enforcement officer, a prosecutor and an advocate. The training team will come to your jurisdiction at **NO CHARGE**. The only things you have to provide are a place to hold the training and the people. The team does everything else. The training can be customized to meet your time schedule and topic needs. Please contact Raina Boyum at 605-731-0041 or [raina@sdnafvsa.com](mailto:raina@sdnafvsa.com) for more information or to set up training.

## 911 2-WEEK BASIC

This is an 80 hour course that all dispatchers are required to attend within 1 year of their **hire** date. All applicants must submit the **Basic 911** 4 page form along with 2 blue FBI Applicant fingerprint cards. To obtain these forms, call (605) 773-7201. **\*\*There will be optional 3 day EMD courses in addition to the 911 2-Week Basic Courses. The following is the schedule and which vendor will provide the training at no cost to the 911 basic students.**

May 17 – 19, 2011.....	EMD Priority Dispatch
July 27 – 29, 2011.....	EMD Power Phone
September 27 – 29, 2011.....	EMD Priority Dispatch

## **\*\*TERMINAL OPERATOR COURSES**

**Beginning Jan 2010, every second Tuesday of the month Law Enforcement Training will host a NCIC Limited Access Course in Pierre. This course is 3.5 hours in duration. Course will begin at 10:00 am and finish up after lunch at 2:00 pm. Interested persons must send in the one page Terminal Operator application and two sets of finger print cards. If you are an LEO, finger print cards should be on file in LET, therefore no need to resend. Any questions please contact Sean Horan at 773-7201**

\*3 HR Limited access course is required for any person operating or having access to the SDLETS/NLETS/NCIC (teletype) system through a regular or mobile data terminal. This course is designed for those who do limited queries such as driver's licenses or criminal histories.

\*16 HR Full access course is required for any persons who have full access to the SDLETS/NLETS/NCIC (teletype) system and do more in-depth queries and entries.

By Federal Law any person who operates a terminal that has access to the NCIC system must be certified. Please forward a Terminal Operator Application, which can be accessed from our web-site, along with 2 sets of finger print cards to Law Enforcement Training.

## **ADVANCED ROADSIDE IMPAIRED DRIVING ENFORCEMENT**

Date/Locations: February 7–9, 2011 Rapid City PD Training Room  
February 21-23, 2011 Aberdeen PD Training Room

A.R.I.D.E. is a training opportunity to learn about DUID (Drugged Driving). Students are taken through the entire process of identifying and processing the drugged driving arrest. This course will train law enforcement officers to observe, identify and articulate the signs of impairment related to drugs, alcohol, or combination of both, in order to reduce the number of impaired driving incidents as well as crashes which result in serious injuries and fatalities. This course is to build on the Standardized Field Sobriety Test practitioner course. In order for the participant to effectively utilize the information presented in this course, NHTSA has set a prerequisite of SFST proficiency. The participant will receive a short review and update for the SFST's. **After completing that session, the participant will be required to pass a SFST proficiency evaluation. Failure to successfully complete the SFST proficiency evaluation will result in dismissal from the class.** This 20 hour school covers several topics to include: an extensive SFST review to ensure proficiency in SFST, Medical Conditions that mimic drug impairment. The class will also provide information on the DRE process and how the DRE will complement drug investigations. **This course is a prerequisite to the NHTSA DRE school.** The first two days will be 0800-1700, the third will be 0800-1200. Class size is limited to 20.

## SIG SAUER FACTORY ARMORER CERTIFICATION

Date: February 22 & 23, 2011  
Location: Pierre, SD  
Time: 8:00AM to 5:00PM

### Factory Armorer Certification P220, P226, P228, P229, P239 - Overview

Topics include: Introduction to SIG SAUER pistols; Examination of the SIG SAUER Safety System; Disassembly and assembly procedures: slides, frames, magazines; A thorough examination of all pistol operations; Inspection procedures; Troubleshooting; Operational function checks; Sights: installation, adjustment; Alternative maintenance methods. Fully disassemble and reassemble your SIG SAUER pistol without voiding the warranty after taking this factory-authorized Armorer's Course. This hands-on program focuses on the mechanical functioning, maintenance, troubleshooting, and field repair of the classic SIG Sauer pistol line (P220, P226, P228, P229, P239). Step by step instruction, active participation, and Q+A periods provide the type of learning environment favorable for the retention of the material. Written and practical exams are administered to test the working knowledge of each participant. For Law Enforcement Armorer's, this course enables you to develop a maintenance program for the inspection and servicing of the SIG SAUER pistol for your department. Following successful program completion, certification / re-certification is valid for a period of three (3) years. This is of major importance to the agency as it maintains current practices and procedures for factory authorized maintenance on law enforcement pistols within the department. This class will be taught by Sig Sauer Academy staff. Meals & lodging furnished by Law Enforcement Training

## SWAT TEAM LEADER DEVELOPMENT

Date: March 7-11, 2011  
Location: Rapid city, SD

This course is designed for law enforcement personnel who are responsible for deploying in the capacity as a SWAT team leader. The focus of this training will be on pre-incident training, planning, organizing and the tactical decision making process used in the resolution of high-risk operations. Also included in the curriculum is an overview of SWAT training topics including selection and testing, training issues and liability, National SWAT Standards and critical incident reviews. Practical applications will consist of scouting and planning warrants, small team planning, tactics used in the resolution of critical incidents and reviewing tactical incidents and videos. Attendees and team leaders will participate in group discussions, write operations orders and develop training plans, plus critique and evaluate tactics and decisions based on a principal based SWAT decision making process. Upon completion of this course the student will be familiar with: SWAT Team leader and leadership issues; SWAT personnel selection, testing and training issues and liability; implementing a tactical training program and new team tactics; tactical operations center, crisis negotiations and the tactical decision making process; tactical force options (barricade, less lethal, suicidal and hostage situations); high risk warrant service planning and practical ops planning; incident reviews of past operations plus video review and tactical debriefs. **For more information contact Lt. Jay Evenson, Pennington Co. Sheriff's Office at (605) 394-6117. This course is taught by the National Tactical Officers Association. The NTOA course application form is attached.**

## EVENT DATA RECORDER USE IN TRAFFIC CRASH RECONSTRUCTION (CDR)

Date: March 28 – April 1, 2011  
Location: Pierre

This comprehensive course will provide you with the skills necessary to conduct a proper removal of the crash data stored in a vehicle's event data recorder (EDR). Using the Bosch® Crash Data Retrieval (CDR) System, you will learn how to image, store and analyze EDR data in standard motor vehicles. You will also learn the type of information that is stored in commercial vehicles that can relate to your investigation. We'll cover the history of EDR data, from its initial development to the most recent changes in hardware and software updates. We will explain the data that is available and can be imaged from supported automobile manufacturers and discuss the EDR reports from each of these manufacturers in detail. And you will be shown how to examine and analyze the data to determine its validity independent of manufacturer, make or model of the vehicle. You will spend half of a day performing field inspections on crashed motor vehicles that will give you plenty of practice imaging Errs. You will demonstrate the skills you have learned by locating and properly connecting the Bosch® CDR Tool to the vehicles, supplying both internal and external power sources, initiating the necessary commands, and successfully completing EDRs images. **Topics include:** The background of event data recorders (EDRs); EDR image techniques; EDR analysis methods; Proper use of EDR imaging tools; Hands-on EDR imaging techniques; Practical application of EDR data and OEM specific reports; The use of OEM specific Excel® templates to analyze EDR data; Commercial motor vehicle data basics; Current updates in EDR technology.

## EVENT DATA RECORDER USE IN TRAFFIC CRASH RECONSTRUCTION UPDATE (CDR)

Date: April 4 - 6, 2011  
Location: Pierre

During this course we will review the most recent software changes of the Bosch Crash Data Retrieval (CDR) equipment as well as the updated hardware requirements needed to conduct a proper removal of the crash data stored in a vehicle's event data recorder (EDR). We will focus on EDR changes since version 2.9 was released in January 2007. You will learn how to read and interpret data using the Ford PCM adaptor, Ford ACM adaptor, Chrysler's ACM, and GM rollover sensors. We'll also show you how to analyze the data from any EDR by evaluating how much data you have and what you can and can't do with that amount of data. We will explain what data is available and can be imaged from supported automobile manufacturers and discuss the EDR reports from each of these manufacturers in detail. You'll learn how to use and reconcile EDR data with other methods of reconstruction analysis as well as how to examine and analyze the data to determine its validity independent of manufacturer, make or model of the vehicle. In addition, we'll explain the type of information that is stored in commercial vehicles that can relate to your investigation. Finally, we will discuss the NHTSA EDR standardization rule (Part 563) which will go into effect in September 2012. **Topics include:** Latest GM, Ford and Chrysler coverage; Bosch® software and hardware updates; Generic data analysis for event data recorders (EDR); GM updates; Ford updates; Chrysler updates; Commercial vehicle ECM; Event data recorder law including part 563.

## FIRST LINE SUPERVISION

Date: April 11 – 15, 2011  
Location: Pierre

IPTM's *Line Supervision* will help you make the difficult transition from operations to supervisory responsibilities. The program focuses on the functions and duties of the front line supervisor and will prepare you with the knowledge and skills required to effectively supervise in a present-day progressive agency. The course includes a wide range of topics faced by today's line supervisor, including time management, planning, budgeting, policy development, and more. You will learn about the various forms of civil liability and how to limit your exposure. And because personnel issues are usually the biggest headache for any supervisor, you will learn how to develop your personnel through the use of positive evaluation and appraisal techniques, or if necessary, the proper use of discipline. In addition to learning new skills, you will participate in a number of classroom exercises that will encourage you to think outside the box in order to prepare you for the changing dynamics of supervision and management. As this course draws students from throughout the nation, you will be exposed to a wide diversity of supervisory functions and philosophies. This course is designed for those officers about to be promoted or who have been recently promoted. It will also provide the experienced supervisor with the additional knowledge, skills, and attitudes to function effectively in this significant role.

## SCHOOL RESOURCE OFFICER

Date: April 18 - 22, 2011  
Location: Pierre

The School Resource Officer plays a crucial role within the school setting. Many times, the SRO assumes the responsibility of numerous roles – the role of the police officer, teacher/educator, safety advisor, mentor, counselor, community liaison, and more. This week long (40 hour) course provides school law enforcement personnel with up-to-date information on issues that have a direct impact on the safety of the school and community. During this five-day training, new SROs will learn how to work in a school setting, identify potential safety concerns, and current trends that present risks to students, teachers, administrators, and students; search and seizure; student interviews; and legal issues. Additionally, current trends will be discussed including bullying, gangs, substance abuse, and the use of technology within the schools. Students will have an opportunity to apply learned problem solving concepts through case studies. As a result of the training; officers are prepared to work with their school(s) in enhancing safety plans and enforcing procedures to keep their school communities a safe place to learn and work.

## \*COMMUNICATIONS TRAINING OFFICER

Date: April 25 - 26, 2011  
Location: Sioux Falls

Qualified trainers play an important role in developing qualified 911 Telecommunicators. This training will be useful for new or potentially new Communications Training Officers (CTO), providing the attendees with a basic knowledge of the skill sets that are necessary for a successful career as a CTO. It will also be beneficial as a refresher course for veteran CTOs, as many of them receive little additional formal training once promoted to their positions. Topics include: how people learn; fundamentals of instruction; instructional approaches; lesson plans; evaluation; roles of the trainer; liability for failure to train or improper training; problem solving with your trainee; and remedial training. The course will be taught by The Public Safety Group. This is a Law Enforcement Training grant course hosted by Metro Communications. **For more information or to register for the course contact Adam Bunker at (605) 595-2991 or email [abunker@911metro.org](mailto:abunker@911metro.org).**

## BASIC SWAT TRAINING

Date: April 25 – 29, 2011  
Location: Rapid City, SD

Individuals who have recently been assigned to SWAT and have not received basic SWAT training will benefit from this comprehensive introduction to tactical skills. Students will be introduced to basic SWAT topics, tactics and techniques including a historical overview of SWAT, team organization and structure, resolution of barricaded suspect situations, introduction to IED's, covert individual and team movement, searches and room clearing, chemical agents, less-lethal options, warrant service and multiple field training exercises. This is a hands-on, high-intensity course in which students practice tactics and techniques in the field. Upon completion of this course the attendee will be familiar with: historical perspective of SWAT; team organization and structure; covert movement techniques; tactics used to resolve a barricaded gunman situation; high risk warrant service; introduction to IED's; chemical agents and less lethal weapons and munitions familiarization; and diversionary device overview. **For more information contact Lt. Jay Evenson, Pennington Co. Sheriff's Office at (605) 394-6117. This course is taught by the National Tactical Officers Association. The NTOA course application form is attached.**

## **DRUG RECOGNITION EXPERT SCHOOL (DRE)**

Dates: May 2-6, 2011 and May 9-12, 2011  
Location: Sioux Falls

A drug recognition expert or drug recognition evaluator (DRE) is a police officer trained to recognize impairment in drivers under the influence of drugs other than, or in addition to, alcohol. [The International Association of Chiefs of Police \(IACP\)](#) coordinates the International Drug Evaluation and Classification (DEC) Program with support from the National Highway Traffic Safety Administration (NHTSA) of the U.S. Department of Transportation. The Los Angeles Police Department (LAPD) originated the program in the early 1970s. Back then LAPD officers noticed that many of the individuals arrested for driving under the influence (DUI) had very low or zero alcohol concentrations. The officers reasonably suspected that the arrestees were under the influence of drugs, but lacked the knowledge and skills to support their suspicions. In response, two LAPD sergeants collaborated with various medical doctors, research psychologists, and other medical professionals to develop a simple, standardized procedure for recognizing drug influence and impairment. Their efforts culminated in the development of a multi-step protocol and the first DRE program. This 112 hour course is broke down into 3 phases of training:

**Phase One:** The 16-hour DRE Pre-school, which includes an overview of the DRE evaluation procedures, the seven drug categories, eye examinations and proficiency in conducting the SFSTs.

**Phase Two:** The 56-hour DRE School which includes an overview of the drug evaluation procedures, expanded sessions on each drug category, drug combinations, and examination of vital signs, case preparation, courtroom testimony, and Curriculum Vitae (C.V.) preparation. At the conclusion of the 7-days of training, the officer must successfully complete a written examination before moving to the third and final phase of training.

**Phase Three:** During this phase the candidate DRE must complete a minimum of 12 drug evaluations under the supervision of a trained DRE instructor. Of those 12 evaluations, the officer must identify an individual under the influence of at least three of the seven drug categories and obtain a minimum 75% toxicological corroboration rate. The office must then pass a final knowledge examination and be approved by two DRE instructors before being certified as a certified DRE.

**Officers wishing to be considered for DRE school, must attend one of the three A.R.I.D.E schools being offered in January and February of 2011.** The course is an academically challenging school and officers will be required to maintain a satisfactory grade in order to continue through all phases of training. **A South Dakota DRE application is required and can be obtained by contacting Sgt. Ryan Mechaley ([ryan.mechaley@state.sd.us](mailto:ryan.mechaley@state.sd.us)) 605-773-3105. Applications must be received by April 1, 2011.**

## CRIMINAL INTERDICTION & PATROLLING

Date: May 3 – 6, 2011  
Location: Pierre

This 4 day course is developed especially for uniformed patrol officers, K-9 Handler, Investigators and supervisors who are actively, or interested in proactively locating and seizing contraband from individuals that use the nation's highways, city streets and interstates, as well as those who frequent hotel/motels and other public places. This training includes the "hands on" search of contraband and currency; contraband packaging; How to request consent properly and legally; How to properly and thoroughly search vehicles; Proper K-9 deployment methods and case law pertaining to K-9's; Legal checkpoint methods; and many other topics. The instructor is Greg Goltz, a 16 year veteran trooper with a large Midwest state police agency. Goltz has seized hundreds of thousands of dollars in US currency and literally thousands of pounds of contraband all while making normal traffic stops that turned into Criminal Interdiction arrests.

## NARCOTICS INVESTIGATOR TRAINING

Date: May 16 – 20, 2011  
Location: Pierre

From the recognition of commonly abused drugs, to the legal aspects of search and seizure, to the proper procedures for collecting the evidence, this course will give you a broad and solid foundation for handling drug cases and investigations. We will explore the latest trends in street level drug abuse as well as the common techniques used in drug trafficking. You will learn about the physiological effects of different drugs and what to expect if you encounter a person under the influence. In addition, you will be presented with investigative techniques that may be used, including undercover operations, surveillance procedures, drug raids, and more. **Topics include:** Identification and recognition of commonly abused drugs; Overview of illicit drug traffic and trends; The physiological effects of drugs; Intelligence reports and case initiation; Informant utilization; Raid planning and preparation; Legal issues; Drug laboratories; Evidence and handling procedures; Officer safety.

## EXCEL FOR THE ACCIDENT RECONSTRUCTIONIST

Date: May 23 – 27, 2011  
Location: Pierre

Microsoft Excel is arguably the best computing tool for accident investigators, yet, until now, it has not been customized for this profession. With Excel, you enter crash-investigation data only once-no need for re-entry or scrolling through multiple windows. Once you change one crash variable, Excel automatically updates all related values. And because *you* enter the equations, you are certain of the accuracy of your results. Best of all, once you've mastered accident investigation on Excel, you'll never need costly, specialized software again. Upon completion of this course the student will understand how to work with Excel, compose a spreadsheet that includes collision reconstruction formulae and calculate complex mathematical relationships. Class is limited to 20 students.

## ADVANCED SWAT

Date: May 23-27, 2011  
Location: Rapid City, SD

This course offers training for SWAT team members with prior basic SWAT training and will address advanced tactics and techniques. Students will be introduced to and trained in the crucial aspects of hostage rescue operations. Topics include hostage rescue concepts, rapid deployment, emergency entry tactics, tactical operations center, U.S. Encountered IED's and crisis negotiations concepts. Hostage rescue techniques and force options will be covered in-depth including stronghold, vehicle, and tactical precision long rifle options. The students will complete multiple fast-paced field training exercises that will improve and enhance tactical skills. **For more information contact Lt. Jay Evenson, Pennington Co. Sheriff's Office at (605) 394-6117. This course is taught by the National Tactical Officers Association. The NTOA course application form is attached.**

## **\*CRITICAL INCIDENT STRESS & CUSTOMER SERVICE SKILLS FOR PUBLIC SAFETY**

Date: June 6-7, 2011  
Location: Sioux Falls

The first day of this two-day training will cover Critical Incident Stress. Communications is one of the most stressful jobs you can have. Each one of you will experience critical incident stress during your career. This class will provide you with techniques to manage critical incident stress and educate you about the effects of critical incident stress. It is critical for your long-term health and well-being. The second day of training will cover Customer Service Skills. Topics covered include: customers; customer service skills; hooks; annoying callers and difficult callers; officer/dispatcher relations; and dispatcher/dispatcher relations. These are ideal classes for veteran dispatchers; those who know their jobs but can benefit from learning how to handle their calls better and deal with the stressful nature of the job better. The course will be taught by The Public Safety Group. **This is a Law Enforcement Training grant course hosted by Metro Communications. For more information or to register for the course contact Adam Bunger at (605) 595-2991 or email [abunger@911metro.org](mailto:abunger@911metro.org).**

### **POLICE TRAINING OFFICER (PTO) COURSE I**

Date: Pre-Training....May 23, 2011  
Training.....June 13 – 17, 2011  
Post-Training....TBA  
Time: 8:00AM to 5:00PM  
Location: Pierre, SD  
Application: LET will establish a primary and alternate attendee roster

Pre-Course: Required pre-training site visit with administration & supervisors, and pre-course work for PTO candidates. (see below). Meals & lodging furnished by Law Enforcement Training

- **Pre-Training Visit to LET (May 23, 2011): Mandatory for participating agencies.** Participating agencies must have their PTO coordinators and a high ranking staff officer attend a one day PTO awareness and implementation considerations meeting with one of the primary instructors. This meeting is designed to help educate agency staff and future coordinator to what the program is about, how it can assist the agency, implementation considerations and how the component parts support one another in order to complete a successful program.

- **Pre-Course Assignment:** Those attending the 40 hour basic PTO class will be required to complete a pre-course assignment and have it available to the instructors on the first day of class in June. This assignment will be emailed to each participant about one month prior to the class in order to give them sufficient time to complete the work. It is not long nor is it laborious in nature. It is about helping them develop some basic understanding of the course they are about to take.

- **PTO Standard 40 Hour Course (June 13 – 17, 2011):** This is the basic PTO course, taught by the PTO National Academy, which prepares you to become a post academy field trainer. You will learn how to use problem based learning and other adult learning strategies to coach and mentor recent academy graduates through their field training phases. Some of the topics covered will include problem-based learning, coaching and training reports, emotional and multiple intelligence, the Learning Matrix, Learning Activity Packets, and the Neighborhood Portfolio Exercise. The PTO model is specifically designed for agencies engaged in the community-oriented policing and problem solving (COPPS) service delivery method. Objectives of this program are: To produce graduates of the training program who are capable of providing responsible, community-focused police services; To design fair and consistent evaluations that address a trainee's skills, knowledge, application, and ability to effectively provide policing services to their communities; To develop and enhance the trainee's learning from the academy within the community environment through a series of real-life problem solving activities; To formulate learning opportunities for new officers that meet or exceed the training needs of both the community and the policing agency; To prepare trainees to use a problem-solving approach throughout their careers by employing problem-based learning training; and To promote the practice of using community members as partners in problem solving.

- **Post-Training Technical Assistance Program - Phase I** The PTO National Academy will provide a one-day implementation training/consult staffed by at least one subject matter expert (SME) on PTO implementation. This shall take place after the initial 40 hr Basic PTO Course has been presented and will occur at LET. The date for this technical assistance will be set by way of consensus of those agencies that participated in the 40 hr Basic PTO Course. We would ask that the agencies meet with their respective officers/deputies who attended the training shortly after they have completed it. The principle topics of this meeting should be: 1) "what might be the perceived agency needs and concerns related to implementing the PTO program"; 2) "What questions or issues have been identified related to the program structure or components." Once this has been accomplished, each agency should establish a representative and these representatives should consult with LET in order to establish several acceptable dates for the one-day training/consult. Those dates should be then forwarded to the PTO National Academy staff in order to select the date best for the SME. The SME that will be attending the meeting will address the concerns and issues raised and attempt to provide options to assist each agency. It will be necessary for each agency to compile their issues and concerns and forward those to the SME at least two weeks prior to the training/consult. This will assist us in offering the best possible responses. Keep in mind that this is a one-day training/consult; so, the questions and concerns must be prioritized for the best results.



**Post-Training Technical Assistance Program - Phase 2** After the one-day implementation training/consult described above the PTO National Academy will offer on-going technical assistance that will consist of: advice; recommendations; and, review of participating agency PTO program and structure. These consults will be conducted by SMEs that will be selected based upon the question or concern presented. All such assistance will be by way of the academy website, email and/or telephone. This form of technical assistance will continue as allowed by grant funding. **About the instructors** The Southern Police Institute is a division of the Department of Justice Administration, College of Arts and Sciences, University of Louisville. It is an advanced education and training institute whose mission is to enhance the professional development of law enforcement practitioners. We accomplish this mission by providing educational and career development programs that are designed to challenge and to prepare law enforcement practitioners for the demands of today and tomorrow. The Southern Police Institute consistently is ranked among the top law enforcement educational and training schools in the nation.

#### **Helpful Documentation**

<http://louisville.edu/spi/nationalacademy>

<http://louisville.edu/spi/nationalacademy/resource-room/PTO-manuals-publications>

<http://louisville.edu/spi/nationalacademy/resource-room/sample-problem-based-learning>

<http://louisville.edu/spi/nationalacademy/resource-room/sample-PTO-policy>

### **IACP PROPERTY ROOM MANAGEMENT TRAINING**

Date: August 1 – 2, 2011

Location: Pierre

Training Course Includes: DNA Storage Issues; Audits Inventories; Documentation; Packaging Standards; Design Criteria; Shelving/Lockers; Space Utilization; Bar Codes Security; Firearms Handling; Narcotics Handling; Currency Safeguards; Purging Guideline; Auction Procedures; Diversion Evidence; Bio-Hazards / HAZMAT Materials; Disposal Procedures; Liabilities / Case Studies; Accreditation / Certification. IAPE offers in-depth training in “best-practices” for evidence and property room management. This two-day course provides a unique training opportunity for those responsible for, or actively involved in, the operation, supervision or management of a Property and Evidence Unit.

- Network with other professionals from across the nation.
- Instructors are recognized experts in the field, with professional and academic credentials.
- Course student workbook and study materials.
- Each student will receive a certificate of attendance, in addition to the class note book that includes a CD with example policies and property manuals.

[Taught by staff from the International Association for Property & Evidence, Inc.](#)